TECHNICAL OCCURRENCE REPORT

Ref #

1. REFERENCE INFORMATION

1.1 Reporting organisation name	1.2 Country	1.3 Approval Reference
1.4 Name of submitter	1.5 E-mail address	1.6 Telephone number
1.7 Internal Reference number	1.8 Issue number	1.9 Date of the report

1.10 Report Type ☐ Initial ☐ Follow-up

Initial Report Date
Only relevant if 'Follow-up' is selected

1.11 Report status (of the reporting organisation) ☐ Open ☐ Closed

1.12 Parties informed ☐ Design Approval Holder(s) ☐ Operator(s) ☐ CAMO

Name(s) of Design Approval Holder(s) informed (if relevant)

2. OCCURRENCE SUMMARY

2.1 Occurrence Title

2.2 Date of the finding

2.4 Location

2.3 ATA Chapter

2.5 Detection Phase

☐ Manufacturing ☐ Standing ☐ Climb ☐ Approach ☐ Hovering ☐ En-Route
☐ Manoeuvring ☐ Taxi ☐ Take-Off ☐ Descent ☐ Landing ☐ Unknown
☐ Scheduled Maintenance ☐ Non-Scheduled Maintenance ☐ Other, specify:

2.6 Cause of occurrence (multiple choice is possible)

☐ Design ☐ Repair ☐ Maintenance ☐ Unapproved Parts ☐ Corrosion ☐ Not Determined
☐ Fatigue ☐ Production ☐ Operational ☐ Human Factors
☐ Other, specify:

3. OCCURRENCE ATTACHMENTS

3.1	3.4
3.2	3.5
3.3	3.6

4. AIRCRAFT INFORMATION (if relevant)

4.1 Aircraft Manufacturer and Type/Model	4.2 Aircraft Serial Number
4.3 Operator / Owner	4.4 Aircraft Registration

4.5 Aircraft Usage Details	Aircraft total time (hours)	Aircraft total cycles
Since new		

5. ENGINE INFORMATION (if relevant)

5.1 Engine Model and Type Certificate Holder

☐ Turbine Engine:

☐ Piston Engine:

5.2 Engine Serial Number

5.3 Engine event (Provide details in 8.1)

☐ Uncontained Failure ☐ Shutdown ☐ Other

☐ Fire ☐ LOTC/LOPC ☐ Unknown

5.4 Engine Aircraft Position

5.5 Engine Usage Details	Engine total time (hours)	Engine total cycles
Since new		
Since overhaul / Shop visit		

6. PROPELLER INFORMATION (if relevant)

6.1 Propeller Manufacturer

6.2 Propeller Model and Type Certificate Holder

6.3 Propeller Serial Number

6.4 Propeller Aircraft Position

6.5 Propeller Usage Details	Propeller total time (hours)	Propeller total cycles
Since new		
Since overhaul / Shop visit		

7. COMPONENT INFORMATION (if relevant)

7.1 Component Manufacturer

Name

Country

7.2 Part Number

7.3 Serial Number

7.4 Illustrated Part Catalogue (IPC) Name

7.5 TSO Reference

7.6 Date of Manufacture

7.7 Component Usage Details	Component total time (hours)	Component total cycles
Since new		
Since overhaul / Shop visit		

8. DETAILS

8.1 Narrative:

8.2 Description of occurrence investigation:

8.4 Corrective Actions:

8.3 Risk Assessment:

8.5 Conclusion:

Technical Occurrence Report Form - Completion Instructions

These completion instructions relate to the use of the **Technical Occurrence Report Form** for the reporting of occurrences to SCAA.

Depending on the information available at the time an occurrence report is completed, please fill as many data fields as possible.

1. REFERENCE INFORMATION

1.1. Reporting Organisation Name – Name of the reporting organisation or person (mandatory field).

1.2. Reporting Organisation Country – Country of the reporting organisation (mandatory field)

1.3. Reporting Organisation Approval Reference – SCAA Approval Reference of the reporting organisation or a national Approval Reference of the reporting organisation.

1.4. Name of submitter – The point of contact within the reporting organisation for this occurrence.

1.5. E-mail address – Complete e-mail address.

1.6. Telephone number – The telephone number, including country code, e.g. +31 221 8990 XXXX.

1.7. Internal Reference number – The internal reference number for this occurrence as assigned by the reporting organisation (mandatory field).

1.8. Issue Number – The issue number of the present report, when the reporting organisation manages updated reports through issue numbers.

1.9. Date of the Report – The date of the present occurrence report.

1.10. Report Type – This block contains information on whether this report is an initial notification or a follow-up report:

Initial – Mark this box if the report is the first notification of the occurrence to SCAA.

Follow-up – Mark this box in case the report is a follow-up of an earlier notification. Please indicate the date of the initial report.

1.11. Report Status (of the reporting organisation) – If relevant, indicate whether from the point of view of the reporting organisation, the occurrence status is Open or Closed. A “closed” status would mean that no further investigation, analysis or corrective actions are planned, at the level of the reporting organisation.

1.12. Parties Informed - Indicate who has been informed of this occurrence in addition to SCAA: Design Approval Holder(s), Operator (or Owner), and/or the CAMO (Continuing Airworthiness Management Organisation, as defined in Part M Subpart G).

Name(s) of Design Approval Holder(s) informed – When relevant, indicate here the name(s) of all design approval holders (aircraft/engine/propeller (S)TC Holder, equipment approval holder) that have been informed.

2. OCCURRENCE SUMMARY

2.1. Occurrence Title – A title that summarises the narrative of the occurrence. The title should be explicit, without acronyms, and could be structured following below scheme (from general to detailed):

System Name – Sub-system or Sub-sub-system name – Occurrence summary

2.2. Date of finding – The date of occurrence or finding.

2.3. ATA Chapter – The ATA Chapter (2 digits) describing which area predominantly contributes to the occurrence. A list of ATA Chapters is provided in appendix.

2.4. Location – The geographical location of the occurrence

2.5. Detection phase – One of the boxes in this block should be marked to indicate when the detection of the failure, malfunction, defect or other occurrence took place.

Manufacturing	The occurrence took place / the finding was made during manufacturing process
Scheduled Maintenance	The occurrence took place / the finding was made during scheduled maintenance.
Non-scheduled Maintenance	The occurrence took place / the finding was made during unscheduled maintenance.
Standing	The occurrence took place when the aircraft was standing, e.g. during ground handling or while parked.
Taxi	The occurrence took place when the aircraft was taxiing to or from the runway.

Take-off	The occurrence took place when the aircraft was taking off.
Climb	The occurrence took place when the aircraft was climbing to cruise level.
En-route	The occurrence took place when the aircraft was flying at cruising level.
Descent	The occurrence took place when the aircraft was descending from cruising level.
Approach	The occurrence took place when the aircraft was on approach to an airport.
Landing	The occurrence took place when the aircraft was landing.
Hovering	Flight phase to be used for helicopters when hovering.
Manoeuvring	The occurrence took place when the aircraft was performing manoeuvres, such as e.g. aerobatic flights, aerial spraying,…
Unknown	The detection phase is not known.
Other, Specify:	In case the detection phase is not mentioned above, the relevant phase can be specified here.

2.6. Cause of occurrence – Mark the box(es) that best summarises the current knowledge available on the cause of occurrence. Multiple choice is possible.

Design	The cause is related to the design.
Repair	The case is related to a repair
Maintenance	The cause is related to maintenance.
Production	The cause is related to the manufacturing/production process.
Fatigue	The cause is structural fatigue of the material.
Corrosion	The cause is corrosion of the material.
Unapproved parts	The defective part was unapproved.
Human factors	The cause is related to human factors and human performance issues e.g. related to human capabilities and limitations on the interface between human and other system components in the field of design, certification, training, operations or maintenance. Example factors are human-machine interface, organisational and staffing factors, training, procedures, responsibilities, and communication.
Operational	The cause is related to operations.
Unknown	The cause of occurrence is unknown or not yet determined.
Other, Specify:	In case the cause does not fit under the elements specified above, detail the cause of the defect under 'Other'.

3. OCCURRENCE ATTACHMENTS

List here the type (report, photo, etc.) and name (description of content) of all attachments provided.
The associated file(s) should be provided as attachments to the email sending the occurrence report.
In order to be "workable by SCAA" the attachments will be provided in the following formats:
.doc .docx . xls .xlsx .csv .pdf .jpeg .mpeg4 .mp3
Each attachment file should have a size limited to 3Mb. If the total size of attachments enclosed in a single email is greater than 10Mb, then multiple emails of a size not exceeding 10Mb should be sent.

4. AIRCRAFT INFORMATION

This block contains information on the aircraft involved. In case there is no aircraft involved, this block does not need to be filled.

4.1. Aircraft Manufacturer and Type/Model – The Aircraft Manufacturer and Type/Model

4.2. Aircraft Serial number – The serial number of the aircraft.

4.3. Operator/Owner – The name of the Operator or the owner of the involved aircraft, if applicable.

4.4. Aircraft Registration – If the aircraft is registered then this mark will be the registration mark. If the aircraft is not registered then this will be such a mark that is accepted by the competent authority.

4.5. Aircraft Usage Details – This block should contain information on the usage details of the aircraft in total time (hours) and total cycles. The total time is the elapsed calendar time in hours since new.

5. ENGINE INFORMATION

This block contains information on the engine involved. In case there is no engine involved, this block does not need to be filled. In case there is more than one engine involved, add further information under 7.1 “Narrative”.

5.1. Engine Model and Type Certificate Holder – The model of Engine and TC Holder name

5.2. Engine Serial number – The serial number of the engine.

5.3. Engine Event – A classification of the type of engine event, when relevant. LOTC/LOPC stands for Loss of Thrust Control / Loss of Power Control. If “other” is ticked, provide further details in 7.1 Narrative.

5.4. Engine Aircraft Position – The position (1, 2, 3,…) of the engine on the aircraft, according to the aircraft manufacturer’s numbering convention.

5.5. Engine Usage Details – This block should contain information on the usage details of the engine in total time (hours) and total cycles. The total time is the elapsed calendar time in hours since new or since overhaul / shop visit.

6. PROPELLER INFORMATION

This block contains information on the propeller involved. In case there is no propeller involved, this block does not need to be filled. In case there is more than one propeller involved, add further information under 7.1 “Narrative”.

6.1. Propeller Manufacturer – The Manufacturer of Propeller

6.2. Propeller Model and Type Certificate Holder – The Model of Propeller and TC Holder name.

6.3. Propeller Serial Number – The serial number of the propeller.

6.4. Propeller Aircraft Position – The position (1, 2, 3,…) of the propeller on the aircraft, according to the aircraft manufacturer’s numbering convention

6.5. Propeller Usage Details – This block should contain information on the usage details of the propeller in total time (hours) and total cycles. The total time is the elapsed calendar time in hours since new or since overhaul / shop visit.

7. COMPONENT INFORMATION

This block contains information on the component involved. In case there is no component involved, this block does not need to be filled. In case there is more than one component involved, add further information under 7.1 “Narrative”.

7.1. Component Manufacturer Name and Country – The name and country of the component manufacturer.

7.2. Component Part Number – The Part Number of the component. Specify also the amendment level, when relevant.

7.3. Component Serial Number – The serial number of the component.

7.4. Illustrated Part Catalogue (IPC) Name – The name of the component, as provided in the Illustrated Part Catalogue or other manufacturer documentation.

7.5. TSO Reference. – The reference of the TSO approval of the component, or the reference of another national equipment approval, when relevant.

7.6. Date of manufacture– The date of manufacture of the component.

7.7. Component Usage Details – This block should contain information on the usage details of the component in total time (hours) and total cycles. The total time is the elapsed calendar time in hours since new or since overhaul / shop visit.

8. DETAILS – This is a free text field to include the details of the occurrence and the results of the occurrence investigation. It is possible to provide text which is longer than the available space, any text exceeding the available space will not be printable. You may consider providing longer texts under an attachment.

8.1. Narrative – Provide here a description of what happened, or a description of the finding.

8.2. Description of the occurrence investigation **–** Provide here details, when available, of the investigation and analysis performed in follow-up of the occurrence. When applicable, indicate if FDR / QAR data was downloaded / analysed.

8.3. Risk Assessment **–** A Risk Assessment is a qualitative or quantitative analysis of both the likelihood and consequence of a specific hazard. A Risk Assessment maybe here provided by those reporting organisations able of / in charge of such analysis, such as for example Design Organisations for design related occurrences. The Risk Assessment should include an identification of the potentially affected fleet.

8.4. Corrective Actions **–** If relevant, provide here details of the corrective actions taken in follow-up of the occurrence, at the level of the reporting organisation.

8.5. Conclusion **–** if relevant, provide a conclusion statement.

APPENDIX: LIST OF ATA CHAPTERS

1 ATA UNASSIGNED
2 ATA UNASSIGNED
3 ATA UNASSIGNED
4 ATA UNASSIGNED
5 TIME LIMITS/ MAINTENANCE CHECKS
6 DIMENSIONS AND AREAS
7 LIFTING & SHORING
8 LEVELING & WEIGHING
9 TOWING & TAXIING
10 PARKING, MOORING, STORAGE & RETURN TO SERVICE
11 PLACARDS AND MARKINGS
12 SERVICING
13 ATA UNASSIGNED
14 HARDWARE
15 ATA UNASSIGNED
16 ATA UNASSIGNED
17 ATA UNASSIGNED
18 VIBRATION AND NOISE ANALYSIS (HELICOPTER ONLY)
19 UNASSSIGNED
20 STANDARD PRACTICES-AIRFRAME
21 AIR CONDITIONING
22 AUTO FLIGHT
23 COMMUNICATIONS
24 ELECTRICAL POWER
25 EQUIPMENT/FURNISHINGS
26 FIRE PROTECTION
27 FLIGHT CONTROLS
28 FUEL
29 HYDRAULIC POWER
30 ICE AND RAIN PROTECTION
31 INDICATING/RECORDING SYSTEMS
32 LANDING GEAR
33 LIGHTS
34 NAVIGATION
35 OXYGEN
36 PNEUMATIC
37 VACUUM
38 WATER/WASTE
39 ATA UNASSIGNED
40 ATA UNASSIGNED
41 WATER BALLAST
42 ATA UNASSIGNED
43 ATA UNASSIGNED
44 CABIN SYSTEMS
45 CENTRAL MAINTENANCE SYSTEM (CMS)
46 INFORMATION SYSTEMS
47 ATA UNASSIGNED
48 ATA UNASSIGNED
49 AIRBORNE AUXILIARY POWER
50 CARGO AND ACCESSORY COMPARTMENTS
51 STANDARD PRACTICES AND STRUCTURES - GENERAL
52 DOORS
53 FUSELAGE
54 NACELLES/PYLONS
55 STABILIZERS
56 WINDOWS
57 WINGS
58 ATA UNASSIGNED
59 ATA UNASSIGNED
60 STANDARD PRACTICES - PROPELLER/ROTOR
61 PROPELLERS/PROPULSION
62 MAIN ROTOR(S)
63 MAIN ROTOR DRIVE(S)
64 TAIL ROTOR
65 TAIL ROTOR DRIVE
66 FOLDING BLADES/PYLON
67 ROTORS FLIGHT CONTROL
68 ATA UNASSIGNED
69 ATA UNASSIGNED
70 STANDARD PRACTICES - ENGINES
71 POWER PLANT
72 ENGINE TURBINE/TURBO PROP DUCTED FAN/UNDUCTED FAN
73 ENGINE FUEL AND CONTROL
74 IGNITION
75 ENGINE AIR
76 ENGINE CONTROLS
77 ENGINE INDICATING
78 ENGINE EXHAUST
79 ENGINE OIL
80 ENGINE STARTING
81 TURBINES/TURBOCHARGING
82 ENGINE WATER INJECTION
83 ENGINE ACCESSORY GEAR-BOXES
84 PROPULSION AUGMENTATION
85 RECIPROCATING ENGINE
86 ATA UNASSIGNED
87 ATA UNASSIGNED
88 ATA UNASSIGNED
89 ATA UNASSIGNED
90 ATA UNASSIGNED
91 CHARTS
92 ATA UNASSIGNED
93 ATA UNASSIGNED
94 ATA UNASSIGNED
95 AIRLINE USE
96 AIRLINE USE
97 WIRING REPORTING
98 AIRLINE USE
99 ATA UNASSIGNED